

Proposed Duty Statement

DUTY STATEMENT

Classification: Energy Analyst	Position No. 420-5837-063
CBID: R10	Office: Building Standards Implementation
Date Prepared: January 13, 2010	Division: Efficiency and Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Analyst is under the general direction of the Energy Commission Supervisor II (EFF) in the Building Standards Implementation Office of the Efficiency and Renewable Energy Division. The incumbent will provide assistance in addressing the Compliance and Enforcement issues surrounding the Home Energy Rating System (HERS) program. The Energy Analyst will analyze, make recommendations and provide technical assistance on a wide range of activities and issues supporting Standards Implementation and the development and oversight of the Home Energy Rating System (HERS) industry. The mission of the unit is to identify energy efficiency compliance and enforcement opportunities and provide support for Building Energy Efficiency Standards implementation.

WORKING CONDITIONS. Work is performed indoors in an office setting. Travel may be required to attend workshops, meetings, and hearings.

DUTIES AND RESPONSIBILITIES:

40% Assist with Standards compliance and enforcement projects. Responsibilities will include assisting in the necessary analytical work to increase compliance with and enforcement of the Building Energy Efficiency Standards and through oversight of the Home Energy Rating System (HERS) industry. The Energy Analyst will perform analytical work supporting the efforts to review, approve and provide continued oversight of the Home Energy Rating System (HERS) Providers ensuring compliance with the HERS Technical Manual, Title 20 and Title 24, Part 6 Regulations. Assist in the review and recommendation for approval applications for re-certification of existing Providers or certification for new Providers. Assist in the development of procedures for conducting reviews of the certified HERS Providers and their quality assurance programs. Conduct ongoing reviews, provide written reports, document the results of the review and identify items of correction, provide follow-up to ensure compliance with the identified corrections or recommend disciplinary action for noncompliance. Assist Building Departments as they enforce the Building Standards, provide presentations on Building Standards

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Implementation activities, and investigate, make recommendations and assist in resolving complaints of noncompliance with the Standards. (E)

- 30% Provide technical assistance in the development of a comprehensive program to review the electronic data maintained in each of the Providers' data registry to increase the compliance and enforcement of the Home Energy Rating System program. Assist in the identification of noncompliance of HERS raters, installing contractors, building departments and others through analysis of the data registry information. Analyze and recommend actions to the Program Manager to increase compliance and enforcement of the Building Energy Efficiency Standards and meet the Governor's Assurance to the U.S. DOE to achieve 90 percent compliance with our Building Energy Efficiency Standards by 2017. Coordinate with other state agencies (Contractor State Licensing Board, Board of Engineers, Public Utilities Commission), utilities, building departments, builders and others to resolve noncompliance issues or to recommend disciplinary action as appropriate. Assist in the development of procedures and processes for contacting and working with the various parties. (E)
- 20% As part of a team investigate, identify, evaluate, and resolve complaints received in relation to the Home Energy Rating System Program (Field Verification and Diagnostic Testing and California Whole House Rating), develop solutions, plan future programs, and collaborate with stakeholders to increase compliance in the HERS industry. (E)
- 5% Participate in workshops, hearings, conferences, and meetings regarding energy efficiency related to building standards programs. Performing this duty may require travel. (M)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

Signatures	
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
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INCUMBENT Energy Analyst	EURLYNE GEISZLER Energy Commission Supervisor II (EFF)
Date	Date